

# **MOTION FOR FEE WAIVER**

## **General Instructions**

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**PLEASE READ FIRST:** It is very important for you to know that when you sign a Court document, you may be helping or hurting your case. Before you sign any Court document or get involved with a Court case, it is important that you see a lawyer to make sure you are doing the right thing. Although there are risks in self-representation, should you choose to represent yourself you must be prepared. Although these forms have been prepared to help you represent yourself, you should know that certain Courts have their own procedures and may not accept every form. You may represent yourself in court, but you will have to abide by the appropriate court rules, Indiana Rules of Evidence, Indiana Rules of Trial Procedure, and any local rules. For additional information, you may refer to the Indiana Self-Service Legal Center that can be found at [www.in.gov/judiciary/selfservice/index.html](http://www.in.gov/judiciary/selfservice/index.html). For legal advice about your case, you should contact a lawyer.

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### **Step 1: Who should use this packet**

You should use this form if:

1. You have filed a court action against someone or someone has filed a court action against you, and
2. You are indigent and are unable to pay the required filing fees, costs, security, bond, or other expenses associated with the documents you are submitting to the Court. Ask the Court if any costs are associated with your documents before filing these fee waiver forms.

REMEMBER: There is no filing fee for contempt or modification actions.

### **Step 2: What this packet contains**

This packet contains forms for you to fill out and take to the Court to ask the Court to waive the required filing fees, costs, security, bond, or other expenses associated with your documents. This packet contains three forms with instructions.

### **Step 3: Which forms to fill out**

You must fill out all three forms.

1. Appearance form
2. Verified Motion for Fee Waiver
3. Order On Fee Waiver

## **Step 4:     How to File for a Fee Waiver**

1. Follow the instructions attached to each form to fill it out. You will need to type or print neatly in black ink. Do not print on the back or sides of the forms, print only in the blanks provided.
2. Before filing these forms, check with your local Clerk to find out the number of copies you must provide. Prepare the required number of copies of each of the forms that you have filled out.
3. Take the forms and copies to the Clerk in the Court where the action was originally filed. The clerk will file mark the forms and keep the originals and the necessary copies, and hand back the rest of the copies to you. Leave two stamped envelopes, one with your address and one with the other side's address, with the Clerk for mailing the Order.
4. It is your responsibility to send a copy of your filings to the other side. Mail one stamped copy of each form to the other party's attorney. If the other party does not have an attorney, you are required to mail the copies to the other party.

**Instructions for filling out the *Appearance* (Form #1)**

*The instructions below correspond to the line numbers on the forms. Check the box in the first column as you complete each line.*

	Line #	Instructions
	1 - 11	Look at the court papers you have from this case. Copy the title as it appears on those court papers.
	17	In the first blank, print whether you are the Petitioner or Respondent as it appears on the Court papers you have in from this case. In the second blank, print your complete name.
	21 & 22	If this is a family law case, print the names and social security numbers of all family members involved in this case.
	23	If this is a family law case, print the number of children involved in this case.
	24	Check "Yes" or "No" depending on whether there are other Court cases involving yourself and the other side.
	25	For all other related cases, you should describe what kind of case it is, name the Court that the case is in, and give the case number of the case (this number should appear in the top right-hand corner of any Court documents that you have relating to that case).
	26	Sign your name.
	28	Print your name.
	30	Print your complete mailing address.
	32	Print your town, state, and zip code.
	34	Print your telephone number, with area code.

**Instructions for filling out the  
Verified Motion for Fee Waiver (Form #2)**

*The instructions below correspond to the line numbers on the forms. Check the box in the first column as you complete each line. Use this form **ONLY** if you cannot afford to pay the required filing fees, costs, security, bond, or other expenses associated with the documents you are submitting to the Court.*

	<b>Line #</b>	<b>Instructions</b>
	1 - 9	Look at the court papers you are have from this case. Copy the title as it appears on those court papers.
	14	Print your full name.
	20	Print all the family members who live with you.
	21 - 31	Print all your household's income on the blanks provided from line #24 to line #29. For your income, use the amount of gross income or benefits received. Add up all your income and print that total amount in the blanks provided on lines # 31 & #21.
	33	Print the total amount of money you have in the bank.
	34 - 47	Print all the expenses that you have each month on the blanks provided from line #37 to line #45. If you have expenses not listed on the form, put those amounts in the blank for <b>OTHER</b> . Add up all your expenses and print that total amount in the blanks provided on lines #47 & #34.
	54	Sign your name.
	56	Print your name.
	58	Print your mailing address.
	60	Print your town, state, and zip code.

**Instructions for filling out the  
Order on Fee Waiver (Form #3)**

*The instructions below correspond to the line numbers on the forms. Check the box in the first column as you complete each line. Use this form **ONLY** if you cannot afford to pay the required filing fees, costs, security, bond, or other expenses associated with the documents you are submitting to the Court.*

	<b>Line #</b>	<b>Instructions</b>
	1 - 9	Look at the court papers you have from this case. Copy the title as it appears on those court papers.
	15 - 29	Leave these lines blank, the Court will fill them out.
	31 – 38 left-hand side	Print your full name, your mailing address, your town, state and zip code, and your telephone number, with area code in the blanks provided on the left-hand side.
	31 – 38 right- hand side	Print the other side or their attorney's full name, their mailing address, their town, state and zip code, and their telephone number, with area code in the blanks provided on the right-hand side.